Standardization

- New Client Contact/Registration
- Case Management
- Follow-up
- Network Development
- Support Groups
- Outreach

Outreach

- New Arrival Workshops
- Check-in Procedures
- Electronic Mailing Lists
- Publishing Partnerships
- Town Meetings
- Command Representative

Career Portfolio

- Resume, Reference List, Salary History
- Education - Transcripts, Certificates
- Performance - Evaluations, Letters, E-mails
- Work Samples - Letters, Articles, Pictures
- Note Pad - Interview Questions & Notes
- 6 copies of resume, ref list, salary history
- Company letters, e-mails, 2 pens